

IN-545-01

(a) The following information is provided in an effort to make our Quality Assurance reviews as standard as possible throughout the Indiana Conservation Partnership. All engineering work by the Partnership will be subject to review. It is the intent of the Quality Assurance review to check at least one sample of each applied engineering practice. In the case of a large number of one practice (waterways for instance), the number of jobs checked would be limited to 5% with a maximum of 3 per practice.

(b) In general, jobs to be checked will be selected by the reviewers. Travel patterns within a county and accessibility to the work may also influence the selection. In some cases, the local staff may be asked to select the work to be reviewed. In all cases every effort will be made to be fair and objective in the selection of jobs for review. The reviewers will be field engineers and civil engineering technicians.

(c) Chapter 5 of the Engineering Field Handbook is the reference for preparation of engineering plans. A guide for preparing engineering plans (Indiana Supplement IN-60) and a listing of the minimum requirements for engineering plans (Indiana Supplement IN-23) is contained in this chapter. Construction tolerances for each practice are listed in the FOTG specifications. These shall be used by field personnel when preparing engineering plans and will be used by engineers and civil engineering technicians as they review engineering plans during the quality assurance review.

(d) Job Approval levels for each Partnership member will be reviewed and updated as part of the Quality Assurance review.

(e) The attached "Engineering Quality Assurance Checklist" will be used to evaluate each job reviewed. The results of the field office/work team review will be forwarded with a cover letter to the Technical Support Team Leader with copies to the District Conservationist, Assistant State Conservationist for Field Operations, and the Division of Soil Conservation Program Chiefs. The cover letter will address any general trends and any practices found to be sub-standard. Commendable items or deficiencies will be addressed on a case-by-case basis.